ODP # *0-890*   *DDA*

DD/A 80-0218/5

3 JUL 1980

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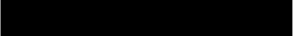*D/ODP*
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(E)

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Security
Director of Training
Chief, Information Services Staff, DDA

ATTENTION: DDA R&D Officers

FROM: ███████████████
Chief, Management Staff, DDA

STATINTL

SUBJECT: FY 1983 Research and Development Program

REFERENCE: Memo to ODs-C/ISS fm C/MS dtd 23 Jun 80, same subject
(DD/A 80-0218/4)

1. In preparing your submissions for the FY 1983 Research and
Development Program Call, please use the attached format for each problem
statement. Note that several logically related information categories have
been combined into single entries. Let me make several quick points: I
believe that narrative reponses to the time requirement are appropriate,
providing an opportunity to document the urgency of the requirement and the
consequences of delay; and we should strive to document each problem state-
ment in no more than two pages. The problem number and ranking will be
completed at the Directorate level. Your individual office rankings should
be made part of the memorandum covering your submission.

2. Please call me if the format or length restriction causes any
problem.

STATINTL

███████████████████████████

Attachment: A/S

(FORMAT FOR PROBLEM STATEMENT)

Problem Number _____   Rank _____ of _____

Office: _____

Title: _____

Problem Description:

Time Requirement:

Background/R&D History/References:

Benefits/Description of Output:

Policy Basis/Justification:

Contact: Name _____
          Off. Designator/Location _____
          Telephone (Black/Secure) _____